I. DEFINITION
To provide course scheduling preference for former military personnel who were discharged or released from such service under conditions other than dishonorable. As a military friendly institution, Mansfield University expands the veteran definition to include active military service members as well as dependents receiving veteran's educational benefits under the GI Bill.

II. Purpose
The first priority for the Course Scheduling Preference for Veteran Student Act Policy is to offer the opportunity for military personnel to register for future terms during the priority registration period defined in the course registration schedule.

III. Requirements of Course Scheduling Preference
a. Veteran students must:
   I. Have served in the United States Armed Forces, including a reserve component and National Guard;
   II. Have been discharged or released from such service under conditions other than dishonorable;
   III. Provide a copy of their DD-214 form, Certificate of Eligibility, Form 2384 (For Reservists); and
   IV. Be enrolled in Mansfield University.

b. Active duty service member students must:
   I. Be currently serving in the United States Armed Forces, including a reserve component and National Guard;
   II. Provide a copy of their service member ID card; and
   III. Be enrolled in Mansfield University.

c. Eligible dependents of current and former military service members must:
   I. Be receiving and provide documentation of veteran's educational benefits under the GI Bill; and
   II. Be enrolled in Mansfield University.
IV. Processing

a. Contact person:
   Veteran Certifying Official
   Student Registration and Financial Services
   224 South Hall

b. Priority registration is the first seven calendar days of the registration period. The schedule is available online at http://esd.mansfield.edu/registration-information. Select the Registration Schedule and Instructions link located under the appropriate term.

V. Distribution

a. MU Policies/Procedures Directory will be distributed through the web and maintained by the staff of the designated offices. The Finance & Administration Office will update the information on their web content area and will email the web master with the updated link to be added to the MU Policy/Procedure Directory.

b. “Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at www.education.state.pa.us.”